



# HABERSHAM COUNTY SCHOOL DISTRICT

## REPORT OF TICKETS SOLD

The Report of Tickets Sold (ROTS) form is used for ticket sales at and entry to school sponsored events. The ROTS must be completed by the teacher or staff member who collected the funds and verified under dual control at the end of the event. All monies collected must be submitted to the school bookkeeper in accordance with the HCSD Financial & Operations Handbook, TKES Standard 9 and Code of Ethics Standard 5: Public Funds and Property.

**Sponsoring Club:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

| <b>Ticket Information</b>         | <b>Adult</b> | <b>Student</b> | <b>Total</b> |
|-----------------------------------|--------------|----------------|--------------|
| Ending Ticket # (next # on roll): | _____        | _____          |              |
| Minus Beginning Ticket #:         | _____        | _____          |              |
| Equals Total # of Tickets Sold:   | _____        | _____          |              |
| Ticket Price Each:                | _____        | _____          |              |
| Summary of Tickets Sold:          | \$ _____     | \$ _____       | = \$ _____   |

*Bookkeeper Use If Applicable:*

*Student Funds Deposit to \_\_\_\_\_ Category.*

*Adult Funds Deposit to \_\_\_\_\_ Category.*

Total Cash Received \$ \_\_\_\_\_

Minus Start up Cash \$ \_\_\_\_\_

Net Profit (Deposit) \$ \_\_\_\_\_

Overage/Shortage +/- \$ \_\_\_\_\_

We hereby certify this report to be true and accurate.

\_\_\_\_\_  
Signature of Teacher/Sponsor                      Date

\_\_\_\_\_  
Signature of Teacher/Sponsor                      Date

I hereby certify that the above information and amounts accurately represent the cash received and/or tickets returned. Event expenses will be paid per the HCSD Financial & Operations Handbook.

\_\_\_\_\_  
Signature of School Bookkeeper                      Date

\_\_\_\_\_  
Receipt #

Instructions: School Bookkeeper keep this form on file for audit purposes.

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